

Technical Director/Production Manager Job Description

ArtSpring

Permanent full-time position

Date Posted: Dec 6, 2017

Application Deadline: open until the position is filled

Start Date: June 15, 2018

Salary: \$45,000 - \$55,000

City/Town: Ganges, Salt Spring Island

Description of ArtSpring

ArtSpring is a collaborative and respectful work environment. The ArtSpring volunteers and staff are as diverse as the events and the audiences. Our staff members work toward a common goal: creating a welcoming and inspiring arts centre on Salt Spring Island.

ArtSpring is a multi-use performance facility and gallery space for touring professional artists and community arts groups. Approximately 280 events per year occur at this facility and 75% of them are created and performed by community artists. ArtSpring is owned and governed by the Island Arts Centre Society, a registered charitable organization. In 2019 ArtSpring will be celebrating its 20th anniversary. Join us!

Responsibilities

The Technical Director has the daily responsibility for the technical operations of the ArtSpring theatre, including safety, lighting, sound, carrying out/coordinating maintenance and repair, training volunteers, and other duties as required. We are looking for someone with excellent theatre skills, experience, and a willingness to work proactively and collaboratively with community users and visiting artists.

The Technical Director/Production Manager (TD) reports directly to the Executive & Artistic Director (EAD). The TD works with a great deal of independence and exercises independent judgment in performing a wide variety of duties. The TD provides leadership to the Technical/Production team. Because of the operating hours of this facility, close supervision is not normally required nor expected. The TD is required to work collegially and in a supportive manner with other members of staff, clients, visiting artists, volunteers, and patrons. The TD works with and trains volunteers who may not be well experienced in theatre arts.

In general, the TD:

- Operates, maintains and safeguards the technical assets of the theatre.
- Sets up, and operates lighting and sound systems for theatre, dance, music, and other productions and projects; assists guest designers and artists with technical matters.
- In collaboration with artists, determines the necessary technical supports, such as lighting, sound, staging, person-power, and special needs for events and performances presented at the facility well in advance of production dates.

- Advises and orients facility renters, guest production managers, lighting and sound designers, on the technical specifications, and safe usage of technical equipment, and supervises the implementations of approved technical designs.
- Maintains the artistic quality and design intent of all production elements.
- Assists in recruiting volunteers and paid technical staff.
- Trains and assigns volunteer and paid technical staff.
- Maintains safe operating practice.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
- Attends technical rehearsals, in order to supervise and assist in the technical aspects of mounting the show.
- Makes recommendations to the EAD regarding capital purchases of technical equipment.
- On occasion may be requested to supervise and assist with set and stage construction and management.

The TD will be called upon to deal with a wide range of technical issues, therefore he or she benefits from a working knowledge of techniques, methods and procedures of theatre, dance, and music productions and presentations including stage, set, sound and lighting design and implementation; stage management; computerized lighting systems; stage carpentry; appropriate safety precautions and procedures.

The TD will work collaboratively and collegially with other members of the staff, clients, visiting artists and have weekly meetings with the EAD.

ArtSpring also looks to the TD to analyze and evaluate the need for technical support for various events and performances; plan, develop, schedule and provide the technical supports required for each event or performance; communicate effectively both orally and in writing; design lighting and sound systems appropriate to each performance or oversee stage crews and volunteers; perform minor repairs and preventative maintenance on equipment; maintain inventory of necessary supplies; assist in budget preparation; establish and maintain effective working relationships with representatives of various groups, vendors, co-workers , and others; maintain irregular and extended working hours; able to lift, push or pull objects up to 100 pounds using appropriate tools.

How to Apply:

Please send a:

- resume,

- cover letter

via email to cicela@artspring.ca.

No telephone calls or faxed applications please. We thank everyone who expresses an interest in this position, however, only those selected for an interview will be contacted.

Website: www.artspring.ca